



Kenya Organic Agriculture Network

MOTOR VEHICLE POLICY MANUAL

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December 2020

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FOREWORD

Kenya Organic Agriculture Network (KOAN) is committed to fulfilling its mission of leading and coordinating the organic agriculture subsector in Kenya to promote its contribution to social, economic, environmental benefits. As KOAN and its members pursue their mission and executing their mandate, the Secretariat staff entails an extensive use of motor vehicle. KOAN always insists that employees should operate its motor vehicles in a safe and economical manner. This policy document is therefore intended to help the KOAN management and staff to comply with the set guidelines and controls contained therein. The development of this motor vehicle policy is a bold and deliberate attempt and quest by KOAN to strengthen its resolve to optimize the use of resources for maximum output. The policy has. Been developed with wider consultation and hence many best practices have been incorporated as much as possible. We therefore urge the staff at the Secretariat to make continuous reference to it.

Signed,

Board Chairperson:

Date:

PREFACE

KOAN Secretariat staff members use KOAN motor vehicles and other means of transport to travel across the country and beyond to participate in relevant events and forums organized by the organization and other partners. KOAN has developed this Motor Vehicle Policy in order to streamline the use, management and control of KOAN motor vehicles. It also gives guidelines on how non-KOAN motor vehicles may be used and handled within the organization. In order to fully abide by the guidelines and controls, all the KOAN staff and other users of KOAN Motor vehicles should read and understand the entire policy document. In case some areas are not clear or are ambiguous, clarification should be sort from the management and or from the board. It should be noted that all policies are dynamic and may be reviewed from time to time to suit prevailing situations.

Signed,

CEO:

Date:

LIST OF ABBREVIATIONS AND ACRONYMS

BoD	Board of Directors
CEO	Chief Executive Office
FAM	Finance and Administrative Manager
KM	Kilometer
KOAN	Kenya Organic Agriculture Network
MoU	Memorandum of Understanding
MV	Motor Vehicle
SMT	Secretariat Management Team

1. BACKGROUND

1.1 The objective of this Motor Vehicle Policy is to ensure that KOAN's motor vehicles are procured, utilized, controlled and managed in ways that optimize support to the organization's operations and thus aid in KOAN's quest to attain its vision, mission, goal and objectives. This shall also be purposed to keep Motor vehicle operating budgets in check as necessary.

1.2 Definition of Motor Vehicles Under This Policy

1.2.1 Pool Motor Vehicle

1.2.1.1 These are motor vehicles that are placed in the KOAN Motor vehicle pool for efficient and effective use when executing official duties by KOAN staff working in various programs departments.

1.2.2 Chief Executive Officer's Designated Vehicle

1.2.2.1 This Motor vehicle is designated to the CEO for use while executing duties on behalf of the organization.

1.2.3 Restricted Motor Vehicle

1.2.3.1 These are motor vehicles whose use is restricted by conditions provided for by funding partners.

1.2.4 Private Motor Vehicle

1.2.4.1 These are motor vehicles which are not owned by KOAN, and may, when necessary and mutually agreed with their owners be used for KOAN's work. This category is exempted from clauses in this Policy except when express reference is made to this particular category.

1.3 Motor Vehicles' Ownership & Management

1.3.1 All motor vehicles in category 1.2, are either solely owned by KOAN or jointly with funding partners in cases where funding partners so demand.

1.3.2 The KOAN Board shall review this policy from time to time and or wherever necessary.

1.3.3 The CEO is the overall manager of all resources at the Secretariat including Motor vehicles and she/he will do this under the guidance of the KOAN Board

1.3.4 The CEO shall delegate the detail-management of KOAN motor Vehicles to the Finance and Administrative Manager.

1.4 Running, Use, Management, Operations and Maintenance of KOAN Motor Vehicles

1.4.1 General

1.4.1.1 All the KOAN motor vehicles shall have an original motor vehicle logbook. The motor vehicle logbook of all KOAN motor vehicles shall be in the custody of the CEO and this must be kept in a safe.

1.4.1.2 Every KOAN motor vehicle shall have a Work Ticket and this shall be filled on daily basis and or as per trip.

1.4.1.3 The motor vehicle used by the CEO may be exempted from the requirements in

1.4.1.4 However, this exemption must be passed by a minute resolution of the KOAN Board and conditions set such that this privilege is not abused.

1.4.1.5 Before a motor vehicle leaves the KOAN Parking Bay it must have been authorized by the CEO or the Finance and Administrative Manager and in their absence, the Programme Operations Manager

1.4.1.6 The driver taking out a KOAN motor vehicle shall ensure that the closing reading on the Odometer has been recorded correctly in the Work Ticket and in turn, indicate final closing reading. In Addition, these readings must also be recorded at the Compound Gate where KOAN office is located.

1.4.1.7 The total distances traveled per trip or per day in case of local running must practically reflect the stated destination provided. A summary of the mileage shall be done by the accounts department from the work tickets and be posted to the departmental vote head for budget control through variances analysis monthly. The

Finance and Administrative Manager shall receive all the Work Tickets of motor vehicles for review and analyze the mileage and come up with a summary report on a monthly basis. This summary report shall be submitted to the CEO for perusal and internalization before they are filed. Departmental managers can also request for the review and especially those touching on their departments.

1.4.1.8 KOAN will meet the costs of running, maintenance, operations and repairs of all the KOAN motor vehicles in category 2.1, 2.2 and 2.3. This shall include fueling, general and regular servicing, repairs, and payment of insurance.

1.4.1.9 KOAN shall ensure that its motor vehicles in category 1.2 shall:

- i. Be adequately insured
- ii. Have an operational/functional odometer.
- iii. Be serviced as per manufacturer's specifications and/ or when necessary.

1.4.1.10 KOAN's vehicles shall be serviced only in garages approved and listed by the organization. All the staff authorized to drive KOAN vehicles must have an official government driving license. Driving authorization shall be done by CEO in a written memo through the Finance and Administration Manager.

1.4.1.11 Before authorizing the use of a motor vehicle by a member of the Programme staff, the FAM has to seek the approval of the Programme Operations Manager before authorizing the use of such a motor vehicle.

1.4.1.12 Every person driving KOAN motor vehicle shall ensure that he/she has adequate cash float to cater for occurrences along the way. The longer the trip the higher the imprest. The money for the float is for convenient use by staff using KOAN motor vehicles in case of a breakdown. It must not be used for any other purpose. Floats are to be accounted for as per the finance manual. However, staff holding not enough imprest floats shall use their money to incur the said expense and claim the same from the head office through expense claims to be approved by the relevant department Managers and authorized by the CEO. This imprest shall be surrendered to the KOAN Finance Department at least 48 hours after reporting back to the office.

1.4.1.13 As much as practicable, fuel shall be purchased through a local purchase order from a supplier approved by the KOAN Management. Oil and minor motor vehicle

necessities not exceeding KES 5,000 may be included at the time of fueling. This, however, must be reflected in the Delivery Note which must be signed by the KOAN Staff driving the motor vehicle that is being fueled or oiled. If for some reason this is not possible and especially if the motor vehicle is away from Secretariat, the cash may be used to fuel the motor vehicle. In this case, authentic receipts shall be produced.

1.4.1.14 Every person returning a KOAN motor vehicle in the category 1.2 must give a Motor Vehicle Situation Report to the Finance and Administrative Manager and copied to the next person taking over to use the motor vehicle. This must be done by filling the motor vehicle Situation Report.

1.4.1.1 5 KOAN motor vehicles should have the KOAN Logo displayed on both sides of the motor vehicle. In case of a restricted motor vehicle, the organization will follow guidelines as stipulated by the funding partner in terms of fixing the Logo on the motor vehicle.

2. POOL MOTOR VEHICLE

2.1 The use of pool motor vehicles shall be coordinated and managed by the Finance and Administrative Manager under the supervision of the CEO.

2.2 The staffs using pool motor vehicles are expected to place their request for use of the pool motor vehicle at least two working days in advance. Emergencies shall be determined on a case by case basis. This will be done in a Pool Motor Vehicle Request Form.

2.3 The Finance and Administrative Manager shall keep and maintain a schedule of Pool Motor vehicle Requests and shall coordinate their use such that they are used optimally by all the KOAN programmes as necessary.

2.4 The pool motor vehicles shall be parked at the KOAN Office Parking Bay However, in very rare and justifying situations, the motor vehicles may be parked in a safe and secure place with express authority from the CEO, the Finance and Administrative Manager, Programme Operations Manager or the person left in charge at the office in the absence of all the above. Safe and secure places include a Police Station/Chiefs Office - which are guarded by armed Police Officers, and hotel premises with adequate security arrangements.

2.5 The Staff of KOAN using a KOAN pool motor vehicle for private travel shall meet the costs of additional fuel the motor vehicle may require while it is away.

2.6 The staff members of KOAN are authorized to use a pool motor vehicle but shall ensure maximum care in its use, management, operation and maintenance.

3. CEO'S DESIGNATED VEHICLE

3.1 The KOAN Board shall allocate a vehicle to the CEO for ease of and efficient of operations of his office on behalf of the organization.

3.2 Restricted Motor Vehicle

3.2.1 This category of motor vehicle shall be used as per the terms and conditions agreed upon with the funding partner and as stipulated in this manual.

3.3 Any other use of the motor vehicle must, with justification, be authorized by the Country Coordinator

3.4 In areas where the terms and conditions are absent, this category of motor vehicles shall be regarded as a KOAN pool vehicle

3.5 Private Motor Vehicle including KOAN employees staff cars.

3.6 Privately owned Motor Vehicles in category 2.4 are the responsibility of the owners (individual drivers). The use of Motor Vehicle in this category for KOAN official duties shall be duly authorized by the CEO or in absence the FAM or POM. For long term use of such a vehicle by KOAN an MOU shall be entered between KOAN and the owner of the vehicle

3.7 KOAN employees who drive personal vehicles on KOAN business must have a valid driving license and provide evidence of comprehensive insurance cover as required by traffic rules and regulations. A current certificate or proof of insurance must be kept in the employee's file.

3.8 KOAN does not provide liability insurance for employees who use their own vehicles on KOAN business. Employees who use their personal vehicles on KOAN

business do so at their own risk and are responsible for all liabilities resulting from use of their vehicles.

3.9 The KOAN Board shall approve rates for mileage covered while using the private vehicles for KOAN business based on prevailing market rates. This shall be reviewed from time to time.

3.10 Private Motor Vehicles shall be used for KOAN work and operations only during unavoidable circumstances. However, those who may use their motor vehicles for KOAN do so at their own discretion, risk and KOAN will not accept any liability for any other costs other than the ones stated in clause 3.8.

3.11 There shall be an MOU duly signed by both KOAN and the staff whose vehicles are used for KOAN business. The MOU must show clear roles, responsibilities, considerations and limits of liabilities for both parties.

4. ELIGIBILITY TO DRIVE KOAN MOTOR VEHICLES

4.1. All those driving KOAN motor vehicles shall:

- i. Have valid official government driving license. The Licenses shall be photocopied and kept in employees' files for reference
- ii. In addition, one must have passed KOAN internal driving test. The KOAN Internal driving test shall be conducted by a KOAN appointed expert. Be of sane mind
- iii. Undergo a mandatory eye test every 2 years

4.2 All those authorized to drive KOAN Motor vehicles are responsible for conducting walk-around-the vehicle inspections before driving each day or shift and note any defects or damage. Employees must also note defects or damage to seats, safety belts, interior lights, and engine warning lights, rearview mirrors, and emergency equipment.

4.3 KOAN motor vehicles shall not be driven under the influence of alcohol or prohibited drugs. Driving under the influence of alcohol content over the legal limit or under the influence of illegal drugs is not only prohibited but also illegal, and the consequences include personal penalties such as fines and/ or jail term as well as financial penalties associated with the voiding of insurance cover and damage to property expenses. Any staff member found guilty of such an offence shall be

responsible for the payment of all fines and repair costs resulting from the incident and shall further be subjected to an appropriate disciplinary action by KOAN and this may include summary dismissal.

4.4 KOAN employees are responsible for the care of vehicles assigned to them and may be held liable for improper care and abuse of the vehicle. Gross misuse and careless mishandling of KOAN vehicles could lead to withdrawal of driving privileges and/or disciplinary actions, up to and including dismissal.

4.5 Smoking is prohibited while driving KOAN motor vehicles

4.6 The use of mobile phone while driving KOAN Motor Vehicle is strictly prohibited.

4.7 When you use a mobile phone when you are driving a KOAN Motor Vehicle:

- i. Find a safe place to pull off of the road and place your call.
- ii. If you receive a call while driving, let the call go to the voice mail and answer when it is safe to do so.
- iii. Employees who use hands-free devices may accept calls while driving but must find a safe place to pull off of the road to place calls.

4.8 Every person driving a KOAN Motor Vehicle must conform to all traffic laws, sign and markings, and make proper allowance for adverse weather and traffic conditions.

4.9 Every person driving a KOAN vehicle must be courteous at all times, respecting the rights of other drivers and pedestrians.

4.10 Every person driving a KOAN Motor Vehicle and the passengers in the car must put on safety belts and take all other necessary safety measures.

4.11 KOAN shall be indemnified from paying fines which arise from proven carelessness of the drivers of its vehicles. In such cases, the specific driver shall take full responsibility.

4.12 KOAN employees are strongly encouraged to plan mini-breaks every three hours during long-periods of driving and to allow for not more than 10 hours driving per day in good driving conditions

4.13 KOAN shall develop and maintain a list of appointed/approved drivers of its Motor vehicles.

5.13 All the Appointed / approved drivers must diligently practice defensive driving provided that in the event of an accident, such officers shall not plead guilty or accept liability and only leave that bit to the insurers.

5.14 KOAN reserves the right to revise the list of appointed and approved drivers for its motor vehicles from time to time.

5.15 Any KOAN Officer, or externally sourced and approved drivers who has his/ her name struck out from the lists of the KOAN's appointed/approved drivers, shall hand over the motor vehicles under his/ her custody.

5.16 An appointed /approved driver who ceases to be a staff of KOAN shall hand over the motor vehicle under his/ her custody and his/ her name struck off the list of the KOAN's appointed/ approved drivers.

**5. PROCUREMENT, UTILIZATION, CONTROL, HIRING,
MANAGEMENT AND DISPOSAL**

5.1 The KOAN Board must approve the purchase and disposal of all KOAN motor vehicles.

5.2 Due process shall be followed in purchasing and disposal of KOAN Vehicles through a competitive tendering process.

5.3 Priority preference for Vehicle disposal shall be given to KOAN staff, KOAN member organizations and the general public in that order.

5.4 No vehicle shall be disposed without meeting the set reserve price as determined through an objective evaluation process.

5.5 In case of selling of a KOAN Motor Vehicle, all the potential buyers shall receive the same description of the Motor vehicle to be sold and also access it for inspection and viewing.

5.6 All the offers/bids shall be opened on the same day and time and in a transparent manner.

5.7 In all cases, the CEO and the management team shall inspect the Motor Vehicle to be sold and give their consent through a minute of a management team meeting and seek the approval of the National Board.

5.8 Disposal of restricted motor vehicles shall be done in accordance with the donor guidelines.

5.9 In case of purchase of a KOAN motor vehicle, the CEO and the management team shall inspect the motor vehicle or photographs of the vehicle to be purchased and shall express approval for the purchase and seek for authorization from KOAN Board. All the purchase policies of the organizations must be adhered to.

5.10 All Motor vehicles purchased for KOAN should be models available within the local market and have adequate spare parts.

5.11 Subject to availability of funds, every Motor vehicle for KOAN shall be fitted with air-conditioning system, dual airbags, safety and car tracking gadgets.

6. ACCIDENT MANAGEMENT PROCEDURE

6.1 In the event of an accident while using a KOAN motor vehicle, the following procedures should be followed:

6.2 Obtain all necessary details from the other driver i.e.

- i. Name of the driver, Address, telephone numbers, Identity number, email address etc.
- ii. Insurance details of the vehicle involved in the accident.
- iii. Names and contacts of witnesses, if any
- iv. Location details (street, town)
- v. The Registration number of the motor vehicle involved in the accident.

6.3 All accidents must be reported within 24 hours to the police and the CEO and in his/her absence, the Finance and Administrative Manager or the Programme Operations Manager. If a camera is available, as many relevant photos as possible, should be taken.

6.4 Under no circumstances should an appointed and approved driver of a KOAN motor vehicle admit responsibility or liability for the accident or sign any acknowledgment in this regard.

6.5 KOAN Motor vehicle repairs are to be authorized by the CEO or in his/ her absence, the Finance and Administrative Manager. Under no circumstances shall repairs be authorized by the KOAN Officer driving the KOAN motor vehicle without the knowledge of the CEO and the Finance and Administrative Manager.

6.6 The Police must be called to the scene of the accident in the following circumstances:

- i. As required by traffic law
- ii. If any person is injured or killed.
- iii. If any damage has been done to third party property, e.g. House, fence, shop, etc.
- iv. If there is a conflict between the two drivers.

6.7 If an injury has been sustained by a KOAN staff member it must be reported to the CEO or Finance and Administrative Manager or the Programme Operation Manager immediately.

6.8 Outside the local area, a towing contractor authorized by the Insurance should be used and the CEO or Finance and Administrative Manager are informed of the location to which the motor vehicle has been taken. The towing vehicle should be adequately insured.

7. PARKING AND TRAFFIC OFFENSES

7.1 Appointed/approved drivers must ensure that they abide by traffic rules and those of local county authorities.

7.2 Parking fines and other traffic infringements due to negligence and carelessness are the responsibility of the driver and therefore KOAN is indemnified. The fines shall be Paid promptly in order to avoid delays in work operation. Non-payment of these fines may result in disciplinary action against the concerned staff or officers.

8. UNAUTHORISED USE OF KOAN MOTOR VEHICLES

8.1 There should be no carrying of unauthorized passengers in KOAN Motor Vehicles at any time. Only KOAN Staff are covered by the insurance of the motor vehicle.

8.2 KOAN motor vehicles are not to be driven by unauthorized persons. All staff that have been granted permission to use KOAN motor vehicles are prohibited from allowing third parties or unauthorized persons to drive the organization motor vehicles

8.3 KOAN motor vehicles should not be used to teach people how to drive or conduct driving tests

8.4 Hitchhikers are not to be afforded lifts in KOAN motor vehicles.

8.5 KOAN motor vehicles must not be used for racing, pace making or pace setting, reliability trials, and speed or hill climbing tests.

9. SECURITY FOR KOAN MOTOR VEHICLE

9.1 All KOAN motor vehicles will be fitted with Anti-theft systems which include lockable doors, Multi-lock, and alarm system with sound fix track alarm systems. KOAN shall undertake the priority and ensure that all its staff and approved drivers are educated and trained on the alarm systems and preparedness strategies in the event of a hijack or theft.

10. THEFT OF PERSONAL ITEMS/ PROPERTY FROM KOAN MOTOR VEHICLES

10.1 The personal items/ property carried by passengers or left in KOAN motor vehicle is not insured under any circumstances. The owners do so at their own risk. Therefore, the owners of valuable items such as laptop computers, cameras, iPad etc. should ensure that they are insured and must not be left in motor vehicles. If it is unavoidable to leave such items/property in the KOAN motor vehicle, the items must be out of sight and the motor vehicle securely locked. In all cases, KOAN has no liability over a loss, damage of items lost in its motor vehicles.

11. THEFT OF A MOTOR VEHICLE

11.1 In the event of theft of a KOAN motor vehicle, the staff /person(s) under whose custody of the vehicle was is/ are required to notify the Police, the CEO, the Finance

and Administrative Manager and the Programme Operations Manager immediately. KOAN shall then investigate - the circumstances of the theft and an appropriate action shall be taken by the CEO with the advice of the KOAN Management and the Board.

12. HIRING OF KOAN MOTOR VEHICLE

12.1 Generally, KOAN Motor Vehicles are meant for its Programme work and not for hire. However, in the event this becomes necessary, hiring of such a motor vehicle will be subject to approval by the CEO or in his absence, the FAM.

12.2 Those hiring a KOAN Motor Vehicle must inspect it to ensure that it is in good condition.

12.3 A Motor Vehicle Hire form shall be filled and signed by individual or the representative of the institution hiring the Motor Vehicle. Motor Vehicle Hire shall be based on the rates provided.

12.4 In all cases of hiring of KOAN Vehicles, KOAN driver shall drive the hired vehicle.

12.5 Upon surrendering of the Motor Vehicle, the CEO or the Finance and Administration Manager in liaison with the transport unit officer, or driver/mechanic will inspect the condition of the Motor Vehicle using the Motor Vehicle checklist form, provided the management shall set conditions for the hire and remedies in case of infringement of the rules.

12.6 In case of a fault, the individual and the institution hiring the Motor Vehicle shall be liable for repairs based on agreement with KOAN.

12.7 Under no circumstances shall restricted motor vehicles be hired out.

13. CLAIMS FOR COMPENSATION FROM KOAN MOTOR VEHICLE

13.1 Since all KOAN motor vehicles are comprehensively covered, any claims resulting from injuries or death should be directed to the relevant Insurance firm. In case of insurance excesses, the KOAN Management and the Board will review every case on its own merit and determine the cause of action to take.